

APPROVED

by Resolution No. S-2017-10-2 of 24 October 2017
of the Senate of Vilnius University

REGULATIONS OF THE SCHOOLS OF DOCTORAL STUDIES OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Regulations of the Schools of Doctoral Studies of Vilnius University (hereinafter the ‘Regulations’) govern the purpose and objectives of a school of doctoral studies of Vilnius University (hereinafter the ‘University’), its structure, management, and funding.

2. Terms used in these Regulations:

2.1. **A school of doctoral studies of the University** (hereinafter the ‘school of doctoral studies’) is an internal organisational non-academic structure of a core academic unit or several core academic units, responsible for organising doctoral studies and doctoral research at the University in several related science fields in order to ensure the quality of doctoral studies and create suitable conditions for doctoral students to carry out research and experimental development works.

2.2. Other terms used in these Regulations shall be understood as defined in the Republic of Lithuania Law on Higher Education and Research and Order of the Minister of Education and Science of the Republic of Lithuania No. V-149 of 8 March 2017 “On the Approval of the Regulations of Doctoral Studies”.

3. Schools of doctoral studies at the University shall be established by the council(s) of the core academic unit(s) in accordance with the procedure laid down in the regulations of the unit(s), with the approval of the Pro-Rector for Research of the University, on the basis of doctoral committees for several science fields, or jointly with other Lithuanian and/or foreign universities and/or research institutes conducting doctoral studies in the relevant science field(s).

4. The school of doctoral studies shall be guided in its activities by the Statute of Vilnius University, the Regulations of Doctoral Studies approved by the Minister of Education and Science of the Republic of Lithuania, the Regulation of Doctoral Studies at Vilnius University, the regulations of doctoral studies in the science fields, other legal acts regulating doctoral studies, and these Regulations.

CHAPTER II PURPOSE AND OBJECTIVES OF THE SCHOOL OF DOCTORAL STUDIES

5. The purpose of the school of doctoral studies shall be to ensure high-quality doctoral studies, developing national, international, and interdisciplinary research of a high level.

6. The objectives of the school of doctoral studies shall be the following:

6.1. organising the academic and administrative activities of the school of doctoral studies to ensure high-quality doctoral studies;

6.2. ensuring a high academic standard among admitted doctoral students by attracting graduates from Lithuanian and foreign higher education institutions;

6.3. ensuring that the academic supervisors, research consultants, and teaching staff of doctoral students are qualified researchers conducting high-quality research who have acquired international and national recognition.

7. In order to achieve its objectives, the school of doctoral studies shall implement an action plan setting out the priorities of the school of doctoral studies, the main activities and measures to be taken to achieve them, as well as the persons responsible for their implementation. The action plan shall be drawn up for a period of four years.

CHAPTER III

STRUCTURE, MANAGEMENT, AND FUNDING OF THE SCHOOL OF DOCTORAL STUDIES

8. The school of doctoral studies shall be managed by the head of the school of doctoral studies (hereinafter the 'Head') and the council of the school of doctoral studies (hereinafter the 'Council'). To administer the activities of the school of doctoral studies, the Head, upon the approval of the head(s) of the core academic unit(s), shall appoint a doctoral studies administrator.

9. The activities of the school of doctoral studies shall involve the doctoral committees of the science fields it covers, doctoral students, and other persons involved in the doctoral studies process. Researchers/representatives from other institutions may be invited to participate in the activities of the school of doctoral studies.

10. The Head shall be appointed by the Rector of the University, upon proposal from the Pro-Rector for Research of the University, for a term of office of four years. At the end of the term of office, the Head may be reappointed for a further term of four years in accordance with the procedure set out in this Item.

11. The Council shall be composed of the Head, who shall be, *ex officio*, the chairperson of the Council, the chairpersons of the doctoral studies committees of the science fields, one representative of the doctoral students studying at the school of doctoral studies, and a social partner. The doctoral student representative and the social partner shall be approved by the Council upon proposal from the Head at the first Council meeting. If the school of doctoral studies operates together with other Lithuanian or foreign universities or research institutes, the Council must include representatives of these institutions.

12. The Council shall convene at least once every two (2) months, and an electronic conference may be held for urgent matters. A representative of the University's Central Administration unit responsible for doctoral studies shall participate in the meetings of the Council without voting rights.

13. The Council shall perform the following functions:

13.1. considering the topics of the research carried out in doctoral studies and making proposals to the doctoral studies committees of the science fields for the nomination of research topic supervisors;

13.2. planning the number of doctoral students to be admitted, taking into account the research topics intended to be covered in doctoral studies and the infrastructure and research potential available for their implementation;

13.3. planning and approving the number of course units, course unit descriptions, and credits of doctoral studies together with the doctoral studies committees of the science fields;

13.4. planning and approving the lectures, seminars, etc., of the doctoral studies course units together with the doctoral studies committees of the science fields, and inviting international teaching staff when necessary;

13.5. considering and providing conclusions on the requirements for academic supervisors and research consultants of doctoral students, members of the Dissertation Defence Panel, and other participants in the doctoral studies process;

13.6. informing the University's Central Administration unit responsible for doctoral studies, as well as the core academic units related to the information provided, about the academic and administrative staffing needs of the school of doctoral studies;

13.7. taking decisions on funding for doctoral students' visits and work placements in foreign research institutions;

13.8. evaluating the teaching workload of doctoral students and, once a year, making proposals to the University's core academic units on the teaching activities of doctoral students;

13.9. considering and approving the action plan drawn up by the Head;

13.10. determining the procedure for the use of the funds of the school of doctoral studies;

13.11. considering and approving the financial report of the school of doctoral studies.

14. The Head shall be responsible for the following:

14.1. organising doctoral studies and research in the school of doctoral studies;

14.2. developing and implementing the action plan of the school of doctoral studies;

14.3. taking decisions on the proper use of the funds allocated to the school of doctoral studies;

14.4. developing international relations with the units of foreign research and study institutions

responsible for the administration of doctoral studies;

14.5. taking care of the marketing of the school of doctoral studies;

14.6. raising additional funding for the development of the activities of the school of doctoral studies;

14.7. performing other functions assigned to them by the University's legal acts.

15. The administrator of the school of doctoral studies shall be responsible for the following:

15.1. timely communication between the participants of the school of doctoral studies, the publication of research topics, and the organisation of admission to the doctoral studies in accordance with the procedure laid down by the University's legal acts;

15.2. coordinating lecture and seminar schedules for doctoral studies course units, enabling doctoral students to attend doctoral studies course units;

15.3. organising, together with the University's Central Administration unit responsible for doctoral studies, lectures to strengthen the general and transferable skills of doctoral students, and disseminating information to doctoral students on their career options;

15.4. organising assessments of doctoral students in the presence of members of the doctoral studies committee;

15.5. maintaining relations with doctoral studies graduates and gathering information about their future careers.

16. The budgets of the University and/or the core academic units shall provide for and allocate funds for the implementation of the action plan of the school of doctoral studies.

17. The school of doctoral studies shall use the funds for its activities, comprised of:

17.1. the share of the State budget allocated to doctoral studies;

17.2. additional funds raised by the school of doctoral studies;

17.3. other donor funding.

18. Additional funds raised by the school of doctoral studies shall be used after deductions for general University purposes established at the University.

19. The school of doctoral studies shall use the funds allocated to it in accordance with the procedure laid down by the Council.